

**Banneker Community Center Advisory Council
Meeting Agenda
February 17th, 2020
5:30-6:30 pm**

Getting Started

1. Public Comment
2. Housekeeping
 - a. Attendance
 - b. Approval of January Minutes
 - c. Approval of 2020 Bylaws
 - i. See attached
 - d. Sub-committee chair nominations
 - e. Term confirmations

Current Events

1. ROI Grant Projects Timeline
2. Black History Month Celebration Event Recap
3. Community Engagement Strategies
 - a. See attached results from Google survey

Next Steps

1. Discuss next meeting times
2. Questions, thoughts, problems, concerns?

**Banneker Community Center Advisory Council
Meeting Agenda
January 13th, 2020
5:30-6:30 pm**

Getting Started

3. Public Comment
 - a. Need to formalize processes to have same procedures as other boards, councils and commissions
4. Housekeeping
 - a. Attendance
 - b. Approval of 2020 Bylaws
 - i. See attached
 - ii. Do we want to have a cap on number of people in the council?
 - iii. What does a quorum look like for our advisory council?
 - iv. Issue with people who weren't here voting on big issues and making a determination
 - v. Solution could be having a meeting secretary that could transcribe things in detail
 - vi. Confusion about staggering of terms, is a replacement forced to take in the rest of the term of the person they replaced.
 - vii. Every new member will have a two-year term upon beginning
 - viii. No term limits
 - ix. Should council members have input on new additions to the council?
 - x. Does the Park Board officially approve or simply accept recommendation
 - xi. Appointments to the council and filling vacancies will be recommended by the advisory council and approved by the park board
 - xii. Composed of minimum of 12 positions or voting members
 - xiii. Have a time block for accepting applications, January-March
 - xiv. New applicants need to be joined
 - xv. What types of things should require a vote
 - xvi. Having a section of the agenda be tied to voting
 - xvii.
 - c. Sub-committee chair nominations
 - d. Term confirmations

Current Events

4. ROI Grant Projects Timeline
 - a. See attached
5. 2020 Program Organizational Charts
 - a. See attached
6. MLK Jr. Day Break Day
 - a. Looking for programming ideas and volunteers
7. Black History Month Celebration
 - a. Discussion of ideas
 - i. Open mic on the flyer
 - ii. Family friendly on the flyer
 - iii. Discussion on need to have our own Facebook page

- iv.
- b. Marketing
- c. Social Media BBCC Did You Know?
 - i. Ability to post on Facebook page
 - ii. Neal Marshall has facts about Near Westside neighborhood
 - iii.

Next Steps

- 3. Discuss next meeting times
- 4. Questions, thoughts, problems, concerns?

POLICY RE: Benjamin Banneker Advisory Council Bylaws

Advisory Council Established

The Benjamin Banneker Community Center Advisory Council composed of a minimum of twelve (12) voting members.

Qualifications of Council Members

The regular members of the council shall be qualified electors of the City and shall serve without compensation. The members of the council shall hold no other elected or paid public office in the City with the exception of required special members. Council members must be involved members of the Bloomington/Monroe County community and represent a diverse background and knowledge of youth work and community organizing in the region.

Upon receipt of an application to fill a vacancy on the Advisory Council, Bloomington Parks and Recreation staff and Advisory Council co-chairs will work together to provide recommendations to the Bloomington Board of Park Commissioners.

Term of Office and Vacancies of Council

Members of the council shall on average serve for a period of two (2) years. Initial terms for the current 12 member council will be staggered in 1, 2 and 3 year terms beginning in 2020. New and renewing members will serve two year terms thereafter. Replacement members filling vacancies will NOT be required to take on the rest of the term of the individual whom they replaced. All new members will begin with a two-year term.

Term limits will not be set; however at the end of the two-year term members must indicate whether they wish to extend for another two-years and be approved in doing so by the Bloomington Board of Park Commissioners via written request.

Appointments to Council

Appointments to the council and the filling of vacancies shall be made by the Board of Park Commissioners at the recommendation of Bloomington Parks and Recreation staff and Banneker Advisory Council co-chairs (comprised of the three sub-committee chairs). All new members will begin with a two-year term. Applications will be accepted on a yearly basis between

January-March of each year unless a vacancy is submitted prior. New applicants will need to fill an outgoing void or need within the three sub-committees: 1) Programming & Policy, 2) Facility and Funding and 3) Advocacy and Outreach.

Organization of Council

At its first regular meeting following January 1 of each year, the members of the council shall elect a chair of the three sub-committees (Programming & Policy, Advocacy & Outreach and Funding & Facility). The co-chairs of each sub-committee will also serve as co-co-chairs of the Council at-large and represent the Council at functions, i.e. Park Board Meetings, events, etc. Each chair is responsible for organizing their sub-committee and presenting updates at each Council meeting. Each chair will work with Banneker Center staff on goals and objectives of the sub-committees but will ultimately take up assignments as they so choose. Co-chairs will work together each month to submit meeting agendas to Banneker Center staff no fewer than 72 hours prior to the next scheduled meeting. Members may be allowed to participate in no more than two sub-committees at a given time. Members must be evenly dispersed within sub-committees at the co-co-chairs discretion. Sub-committees are required to meet each month in-person or through digital correspondence. Cancellation of sub-committee meetings will be approved by co-chairs as needed due to lack of agenda items, or other circumstances.

Procedure

The council shall adopt rules and regulations to govern procedure each January and will meet as a whole the third Monday of each month unless otherwise scheduled. At the beginning of each meeting, co-co-chairs will have a call to order and seek to approve meeting minutes from the previous month's meeting. Each vote will require a motion and must be seconded before all voting members vote. If the vote is approved, a co-chair will announce the approval.

Advisory Council will vote on the following procedures:

- Approval of Meeting Minutes
- Approval of co-chair appointees
- Approval of sub-committee rosters
- Approval of recommendations to fill Council vacancies
- Formal recommendations to be made to the Bloomington Parks and Recreation Department/Board of Park Commissioners

-I.e. Change to bylaws, change to policy/programming/facility projects/outreach, etc.

-Approval of each sub-committees proposed initiatives

-Approval of Council's involvement in Banneker events, i.e. Block Party, Thanksgiving, Black History Month Celebration.

Quorum

A majority of members shall constitute a quorum for the purpose of taking action on any agenda items. All voting actions will require a 2/3 majority for approval. Physical presence for voting is required. Any absent members may vote online contingent upon approval of absence by council co-chairs. Online voting must take place within one business day of the absent meeting's published meeting minutes via Google Form as developed by co-co-chairs.

Members may abstain from voting or designate a proxy member to vote in their absence. Proxy voters will need to identify themselves at the beginning of each meeting and be approved by the Council. Council members needing a proxy voter will need to communicate their intentions with a co-chair prior to each Council meeting. Absent council member must submit name of designated proxy member to council co-chairs prior to meeting.

Once an action has received 2/3 approval, the co-co-chairs of the Council will draft a memo acknowledging the actions to be sent to the Program/Facility Coordinator and Board of Park Commissioners.

Absence from Council Meetings

Absence of a member from three consecutive meetings, without prior communication noted in the official minutes, constitutes the voluntary resignation of such absent member and the position shall be declared vacant. Each member must attend at least four (4) meetings in a six-month window to remain an active member of the Council. The two six-month windows will include January-June and July-December. Members who are unable to attend monthly meetings, but remain active on sub-committees must still attend at least four (4) of the six meetings.

Minutes of Council Meetings

The Program/Facility Coordinator of the Banneker Community Center shall appoint a secretary to maintain accurate minutes of the activities and official actions of the council. This secretary shall also serve as the staff liaison between the council and the Parks and Recreation Department. Minutes will be dispersed to all members of the Council at least two days (2) from the subsequent monthly meeting to be approved at the beginning of said meeting. If secretary is absent, council will designate a temporary secretary for that specific meeting.

Council Duties and Responsibilities

The duties and responsibilities of the BBCAC shall be to:

- a. Act in an advisory capacity to the Board of Park Commissioners in all matters pertaining to operations of Benjamin Banneker Community Center (BBCC) and to cooperate with other civic groups and governmental agencies in the use and advancement of activities held at BBCC for the entire Bloomington community
- b. Work with Banneker staff to develop and implement strategies for community engagement on what citizens programming wants and needs are. This is to ensure that Banneker programs and events are generated by the community it serves, for the community it serves.
- c. Review and assist in the formulation of policies on the BBCC for approval by the Board of Park Commissioners
- d. Meet with the Board of Park Commissioners annually to discuss proposed policies, programs, budgeting, future needs or other matters requiring joint deliberation. This includes an annual report to the Board of Park Commissioners to be developed and delivered by the co-co-chairs in September-November of each year.
- e. Recommend to the Board of Park Commissioners the development of additional areas or improvements at BBCC
- f. Work with Banneker staff to make recommendations to the Board of Park Commissioners for Council vacancies.

g. To assist the Board of Park Commissioners in communicating to the citizens any difficulties faced by the Board in financing the operations of BBCC and the improvement and maintenance of present facilities

h. Assist the programs held at BBCC by volunteering to work as requested by Parks and Recreation at special events or activities; especially those events which place an emphasis upon youth, and other special events for all members of the community

i. Work closely with local public, private, and semi-private organizations in a mutually cooperative manner for the betterment of BBCC services and facilities

j. Assist in identifying citizen needs and concerns for the Board of Park Commissioners as it may affect BBCC operations as a community center for all of Bloomington